



Board of Managers Meeting Agenda

Wednesday - March 11th, 2020 - 3:00 p.m.

Veterans Memorial Community Center

Community Room 1

8055 Barbara Avenue

Inver Grove Heights, MN 55077

1. Call Meeting to Order
 - 1.1 Public Comment / Introductions
Audience members may address the Board regarding items not on the agenda. Please limit to three minutes.
 - 1.2 Approval of Agenda* (Additions/Corrections/Deletions) Action
2. Approval of February 12th, 2020 Meeting Minutes - Chair* Action
3. Approval of March 11th, 2020 Financial Summary & Invoices - Treasurer* Action
4. Seidls Lake Cost Allocation (to be distributed at meeting) - Barr Eng. Discussion
5. Review Draft Stakeholder Engagement Plan for LMRWMO Watershed Management Plan Update – Barr* Discussion/Action
6. Presentation on Landscaping for Clean Water Program - SWCD Information
7. Authorize Signatory to Execute Bank Pledge Agreements - SWCD* Action
8. Updates and Handouts
 - 8.1 Grant Tracking Update - Barr** Information
 - 8.2 Response from Capitol Region Watershed District on Draft Plan - SWCD* Information
 - 8.3 Other Updates / Member City Updates Information
9. Agenda Items for Next Meeting: April 8th, 2020, Inver Grove Heights - Veterans Mem. Community Center
10. Adjourn

*Materials included in full packet

**Materials available separately on website:

www.dakotacountywcd.org/watersheds/lowermisswmo/agendas.html



MEETING MINUTES

Board of Managers Regular Meeting

February 12, 2020 - 3:00 p.m.

City Hall, South St. Paul, MN

Managers and Alternates in Attendance:

Sharon Lencowski, (Chair) Inver Grove Heights

Mary Jeanne Schneeman, (Sec/Tres), Mendota Heights

Jill Smith, Mendota Heights (Alt)

John Ross, (Alt) South St. Paul

Karen Reid, (Vice Chair) Saint Paul

Sheila Vanney, West St. Paul

Tom Sutton, Lilydale

Patti O'Leary, Sunfish Lake

Advisors and Others in Attendance:

Pat Murphy, Saint Paul

Krista Spreiter, Mendota Heights

Greg Williams, Barr Engineering

Cody Joos, West St. Paul

Leslie Pilgrim, Mendota Heights

Tom Kaldunski, Inver Grove Heights

Lee Elfering, South St Paul

Melissa King, BWSR

Barb Peichel, BWSR

Joe Barten, Dakota County SWCD

1. Call Meeting to Order

The meeting was called to order by Chair Lencowski at 3:05 p.m.

1.1 Public Comment / Introductions

1.2 Approval of Agenda

Lencowski asked for any changes to the agenda; there were none.

MOTION by Reid to approve the agenda for the January 8, 2020 meeting, second by O'Leary; motion passed.

2. Approval of January 8, 2020 Meeting Minutes

Lencowski asked if there were any changes to the previous meeting minutes; there were none.

MOTION by O'Leary to approve the minutes from the January 8, 2020 meeting; second by Schneeman; motion passed.

3. Election of Officers

Lencowski asked for discussion or nominations of officers. The Board discussed the three open seats, Chair, Vice Chair, and Secretary/Treasurer.

MOTION by Sutton to nominate and elect Schneeman for Chair, second by Lencowski; motion passed.

MOTION by Sutton to nominate and elect Reid for Chair, second by Schneeman; motion passed.

MOTION by Sutton to nominate and elect Schneeman for Secretary/Treasurer, second by O'Leary; motion passed.

4. Approval of February 12, 2020 Financial Summary & Invoices

Barten passed out and amended financial summary. Spreiter provided an overview of the financial summary including invoices to be paid and recommended approval.

MOTION by Reid to approve the February 12, 2020 financial summary and invoices to be paid, second by O’Leary; motion passed.

5. Presentation on Metro Watershed Based Funding

Barb Peichel and Melissa King from the MN Board of Water and Soil Resources (BWSR) summarized the Watershed Based Funding (WBF) program history and provided information regarding the FY20 & 21 funding. There was discussion on the program structure and process for funding going forward. There was general consensus for LMRWMO staff via the Dakota County SWCD to serve as representatives in WBF meetings and decisions.

6. Consider 2020 Membership for Metro Watershed Partners

Barten summarized the information provided in the packet and explained the benefits of membership with the Metro Watershed Partners. To continue participation and receive access to the materials provided by the organization, the membership fee is required. Barten recommended continuing membership with the organization in 2020.

MOTION by O’Leary to approve and pay the 2020 Metro Watershed Partners membership dues, second by Reid; motion passed.

7. Consider Potential LMRWMO and Ramsey County Agreement for Technical Assistance

Barten explained that the LMRWMO participates in the Landscaping for Clean Water (LCW) public education/outreach and grant program. One LCW introduction class, two design classes, one maintenance workshop, and up to 20 grants for raingardens, native gardens, or native shoreline restorations are funded by the LMRWMO in 2020. LCW is a partnership program also funded by the five other Dakota County Watershed Management Organizations as well as the Dakota County SWCD to put on a total of 33 classes annually.

Since the LMRWMO crosses into Ramsey County in St. Paul, the LMRWMO Administrator suggests formally enlisting the technical assistance of Ramsey County (formerly Ramsey Conservation District) staff in providing technical assistance for Landscaping for Clean water participants and class instruction. Attached is a draft work plan summarizing their potential role in 2020 in implementing the program within the Ramsey County portion of the LMRWMO, which consists primarily of the West Side of Saint Paul.

MOTION by O’Leary to approve and execute the 2020 agreement between the LMRWMO and Ramsey County for Technical Assistance, second by Schneeman; motion passed.

8. Discuss 2020 Water Monitoring Plan and Select Waterbodies for Inclusion

Barten summarized the information in the packet and asked for input on which lakes to be monitored in 2020. Dakota County SWCD staff recommends continuing to monitor Thompson Lake, Pickerel Lake, Seidls Lake, Lake Augusta, and Interstate Valley Creek in 2020. The water quality data will be useful in demonstrating the effectiveness of LMRWMO past and potential future projects implemented to improve the water quality of those waterbodies. Pickerel Lake had previously been identified as a priority through the WRAPs study and continued monitoring would enhance the data set to determine if it is impaired for phosphorus in years that it doesn’t flood. To maintain baseline data, Dickman and Schmitt lakes are also recommended for monitoring in 2020.

The current 2020 LMRWMO Budget and 2020 SWCD Work Plan includes services for data management, volunteer coordination, and backup water monitoring if the volunteer is unavailable. SWCD staff can reach out to landowners on Dickman and Schmitt Lakes to solicit volunteer water monitors.

MOTION by Vanney to authorize the Board Chair to execute an agreement with the Metropolitan Council for 2020 water monitoring through the CAMP program for the lakes as shown in the packet, second by Schneeman; motion passed.

9. Discuss Stakeholder Engagement Program Design for LMRWMO Watershed Management Plan Update

Williams asked for Board input on potential items to include in a draft stakeholder engagement program and explained options for outreach that could be implemented. The Board discussed the merits of various survey questions and provided input for Williams to draft an engagement plan for review at the next LMRWMO meeting.

10. Updates

10.1 Grant Tracking Update

There were no items of note to report on the grant tracking spreadsheet.

10.2 LMRWMO Grant/Project Update

Barten provided a brief update on the active or recently completed LMRWMO grants and presented on the Seidls Lake tree trench stormwater project.

10.3 Barr Engineering 2020 Fee Schedule

Williams provided an overview of the grant tracking spreadsheet in the packet.

10.4 Response to Capitol Region Watershed District Draft Plan

The Board discussed the letter which was sent out to the Capitol Region Watershed District Board and staff.

10.5 Other Updates / Member City Updates

11. Agenda Items for Next Meeting

12. Adjourn - Meeting adjourned by Chair Lencowski at 5:25 p.m.



FINANCIAL SUMMARY
February 13, 2020 to March 11, 2020

Beginning Balance - Key Community Bank		\$335,516.86
<i>Interest</i>	1/31/2020 January Interest	+
	2/28/2020 February Interest	+
		\$24.99
		\$19.38
Deposits		+
		+
		+

To be approved at this meeting:

Key Community Bank:

Bank Fee	1/31/2020	Paper Statement Fee January & February	-	\$4.00
3691	3/11/2020	Barr Engineering	-	\$541.50
3692	3/11/2020	Campbell Knutson	-	\$85.00
3693	3/11/2020	Metro Watershed Partners	-	\$1,000.00
			-	
			-	

Available Balance at Key Community Bank **\$333,930.73**

Gateway Bank Accounts:

	<u>Savings</u>		<i>Balance</i>	\$70,727.10
Deposits	<i>Interest</i>	2/28/2020	+	\$56.19
			+	
			-	
			<i>Ending Balance</i>	<u>\$70,783.29</u>
	<u>Checking</u>		<i>Balance</i>	\$1,000.00
			-	
			<i>Ending Balance</i>	<u>\$1,000.00</u>

Available Balance at Gateway Bank **\$71,783.29**

Available Balance - Key Community & Gateway Banks **\$405,714.02**

4th Generation Plan Balance for 2019 **\$40,000.00**

*Balance includes dedicated funds to 4th Generation Watershed Plan



INVOICE

Barr Engineering Co.
 4300 MarketPointe Drive, Suite 200
 Minneapolis, MN 55435
 Phone: 952-832-2600; Fax: 952-832-2601
 FEIN #: 41-0905995 Inc: 1966

Ms. Nancy Bauer
 Lower Mississippi River Water Mgmt. Org.
 City of Mendota Heights
 1101 Victoria Curve
 Mendota Heights, MN 55118

February 20, 2020
 Invoice No: 23190078.00 - 225

Total this Invoice	\$541.50
---------------------------	-----------------

Regarding: Watershed Management Organization

- The following invoice is for professional services related to the above project, which include:
- Developing a draft scope of work to update the Seidl's Lake lift station cost allocation
 - Preparing for and attending the January 8, 2020 Board of Managers meeting
 - Communicating with LMRWMO Administrator and project management

Professional Services from December 28, 2019 to January 24, 2020

Job	2019	2019 Engineering Services			
Task	002	Technical Assistance			
Labor Charges					
			Hours	Rate	Amount
Principal					
Kieffer, Janna			.20	170.00	34.00
Engineer / Scientist / Specialist III					
Williams, Sterling			3.50	145.00	507.50
			3.70		541.50
Subtotal Labor					541.50
				Task Subtotal	\$541.50
				Job Subtotal	\$541.50
				Total this Invoice	\$541.50

Thank you in advance for your prompt processing of this invoice. If you have any questions, please contact your Barr Project Manager, Janna M. Kieffer Phone: 952-832-2785 or E-Mail: jkieffer@barr.com.

Barr declares under the penalties of law that this account, claim or demand is just and no part of it has been paid.

Authorized By: 
 Janna Kieffer

PLEASE REMIT TO ABOVE ADDRESS and INCLUDE INVOICE NUMBER ON CHECK.
 Terms: Due upon receipt. 1 1/2% per month after 30 days. Please refer to the contract if other terms apply.

Billing Backup

Thursday, February 20, 2020

Barr Engineering Co. Invoice 225 Dated 2/20/2020 1:46:12 PM

Job	2019	2019 Engineering Services
Task	002	Technical Assistance

Labor Charges

		Hours	Rate	Amount
Principal				
Principal				
JMK2	1 - Kieffer, Janna cost allocation request- review memo, discuss w/SGW	.20	170.00	34.00
Engineer / Scientist / Specialist III				
Engineer / Scientist / Specialist III				
SGW	3 - Williams, Sterling review material for board packet	.50	145.00	72.50
SGW	3 - Williams, Sterling prep for and attend WMO meeting	3.00	145.00	435.00
		3.70		541.50
Subtotal Labor				541.50
				Task Subtotal
				\$541.50
				Job Subtotal
				\$541.50
				Total this Project
				\$541.50
				Total this Report
				\$541.50

CAMPBELL KNUTSON
Professional Association
Attorneys at Law
Federal Tax I.D. #41-1562130
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
(651) 452-5000

Lower Mississippi River WMO
c/o Nancy Bauer
City of Mendota Heights
1101 Victoria Curve
Mendota Heights MN 55118

Page: 1
January 31, 2020
Account # 601-0000G
65

RE: GENERAL SERVICES
RENDERED TO DATE:

			HOURS	
01/17/2020	RNK	Emails from and to Joe Barten; review contract.	<u>0.50</u>	<u>85.00</u>
		AMOUNT DUE	0.50	85.00
		TOTAL CURRENT WORK		85.00
		PREVIOUS BALANCE		\$255.00
01/15/2020		Payment - thank you		-255.00
		TOTAL AMOUNT DUE		<u>\$85.00</u>

Amounts due over 30 days will be subject to a finance charge of
.5% per month (or an annual rate of 6%). Minimum charge - 50 cents.

METRO WATERSHED PARTNERS



MINNESOTA WATER
LET'S KEEP IT CLEAN

INVOICE

651-523-2812
jlanson25@hamline.edu

Metro Watershed Partners
Hamline University
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Attention: Joe Barten
Lower Mississippi River Watershed Management Organization
4100 220th Street West, Suite 102
Farmington, MN 55024
Date: 1/20/20

Project Title: Clean Water Minnesota & Adopt-a-Drain
Terms: 30 Days

Description	Cost
2020 Membership: Clean Water MN & Adopt-a-Drain	\$1,000.00
TOTAL	\$1,000.00

Thanks for your membership in Clean Water MN. Your dollars support:

- Monthly blog posts with timely, consistent messages to encourage behaviors that improve water quality.
- New photographs that feature local residents taking action to protect lakes and rivers.
- Monthly meetings with information on partner activities, presentations by informative speakers, and updates on WSP activities.
- Maintenance of the Watershed Partners listserv.
- Development and implementation of a clean water exhibit at the Minnesota State Fair in the Eco-experience building.
- Site license to use Adopt-a-Drain.
- Recognition as a supporting partner of Adopt-a-Drain for residents in your service area.
- Access to an administrative interface on Adopt-a-Drain.org that includes access to reporting and other information useful for MS4 reporting and communications.
- Access to purchase print promotional resources with partner logo.
- Access to purchase mailed packets and yard signs for participants.

Duration of service: January 1 - December 31st, 2020. Unspent funds will rollover to support program activities in 2021.

LMRWMO 2020 Financial Summary						
ESTIMATED REVENUES AND ASSETS	Actual Revenues			Total	Variance	
	Budget	Dec 12 2019 - Jan 8 2020	Jan 9 - Feb 12 2020			
Use of Fund Balance	\$34,750				\$34,750.00	
Dues from Members	\$110,224				\$110,224.00	
Interest	\$500	\$81.25	\$84.89	\$100.56	\$266.70	\$233.30
Other/Grant Match	\$0				\$0.00	\$0.00
LMGIT Rebate	\$500	\$163.00			\$163.00	\$337.00
Other Grants	\$0.00	\$150,000.00			\$150,000.00	(\$150,000.00)
BWSR FY16-18 CWF & FY19 WBF Grants ²	\$250,000.00				\$0.00	\$250,000.00
TOTAL	\$395,974.00	\$150,244.25	\$84.89	\$100.56	\$150,429.70	
ESTIMATED EXPENSES AND LIABILITIES						
Engineering/Technical Assistance	Actual Expenses			Total	Balance Remaining	
	Budget	Dec 12 2019 - Jan 8 2020	Jan 9 - Feb 12 2020			
Technical Assistance	\$5,500.00	\$317.00	\$817.00	\$34.00	\$1,168.00	\$4,332.00
Meetings	\$6,000.00	\$675.40	\$523.00	\$507.50	\$1,705.90	\$4,294.10
Plan Reviews	\$0.00				\$0.00	\$0.00
Watershed Plan Amendment	\$40,000.00				\$0.00	\$40,000.00
Project Planning/Implementation						
Plan Implementation	\$0.00				\$0.00	\$0.00
Landscaping for Clean Water Projects	\$15,000.00		\$6,000.00		\$6,000.00	\$9,000.00
Water Monitoring	\$6,500.00	\$330.00	\$924.00		\$1,254.00	\$5,246.00
Seidl's Lake Grant	\$0.00	\$150,000.00			\$150,000.00	(\$150,000.00)
Education						
Landscaping for Clean Water Workshops	\$6,400.00				\$0.00	\$6,400.00
Master Water Stewards Program	\$8,500.00		\$1,600.00		\$2,100.00	\$6,400.00
Storm Drain Stenciling Program	\$0.00				\$0.00	\$0.00
Stormwater Signage Program	\$2,500.00				\$0.00	\$2,500.00
WMO Tabling/Event Materials	\$600.00				\$0.00	\$600.00
Host Neighborhood or Lake Assn. Mtgs	\$1,200.00				\$0.00	\$1,200.00
General Education Requests	\$1,000.00				\$0.00	\$1,000.00
Metro Watershed Partners Membership	\$1,000.00			\$1,000.00	\$1,000.00	\$0.00
Board Tour / Boat Tour	\$4,000.00				\$0.00	\$4,000.00
Website Maint.	\$1,700.00		\$385.00		\$385.00	\$1,315.00
CAC Coordination	\$1,120.00				\$0.00	\$1,120.00
Board Education	\$1,500.00				\$0.00	\$1,500.00
Administration						
General Administration	\$30,000	\$2.00	\$5,459.10	\$4.00	\$5,465.10	\$24,534.90
Accounting Services	\$1,400				\$0.00	\$1,400.00
Insurance	\$2,500				\$0.00	\$2,500.00
Attorney and Audit	\$4,500	\$255.00		\$85.00	\$340.00	\$4,160.00
BWSR FY16-19 CWF & WBF Grants³	\$550,000.00	\$0.00	\$487.50	\$0.00	\$487.50	\$549,512.50
Subtotal Operating Costs Only	\$140,920.00	\$2,079.40	\$15,708.10	\$1,630.50	\$19,418.00	
TOTAL	\$831,840.00	\$152,079.40	\$16,195.60	\$1,630.50	\$169,905.50	
Overall Fund Balance		\$423,354.67	\$407,243.96	\$405,714.02		
Total Clean Water Fund Grant Balance		\$273,910.85	\$273,423.35	\$273,423.35		
LMRWMO Operating Fund Balance		\$149,443.82	\$133,820.61	\$132,290.67		
Unencumbered Operating Fund Balance¹		\$104,443.82	\$88,820.61	\$87,290.67		
Carryover Fund Balance from Dec. 12, 2019						\$ 425,189.82

2020 Budget Notes:
 1. \$45,000 total set aside in 2019 for Watershed Management Plan
 2. Includes final payment for Alum Treatment grant and 40% payment for Thompson Lake grant
 3. Budget is an estimate and will vary depending on grant project progress.



Memorandum

To: Lower Mississippi River Watershed Management Organization Board of Managers
From: Greg Williams and Joe Barten
Subject: Stakeholder Engagement Plan for 2021 Watershed Management Plan Update
Date: March 6, 2020
Project: 23191436.00

In developing its 2021 Watershed Management Plan (WMP, Plan), the Lower Mississippi River Watershed Management Organization (LMRWMO) has an opportunity to engage and receive input from a broad, diverse group of stakeholders within the watershed. Consideration of stakeholder input is an important step in establishing Plan priorities and is key in fostering the community support and cooperation necessary to successfully implement LMRWMO projects and programs. The LMRWMO values input from residents, businesses, community groups, and local governments and seeks to ensure that its communities are represented, engaged, heard and empowered throughout the WMP update process.

This memorandum details the proposed methods by which the LMRWMO Board of Managers, in cooperation with Barr Engineering Co. (Barr) staff and the LMRWMO Administrator, will engage stakeholders throughout Plan development.

1.0 Targeted Stakeholders

The LMRWMO has strong existing relationships with its member cities, maintained in part by regular city staff attendance at LMRWMO Board meetings. Input from city staff is anticipated throughout the Plan development process. Interaction between the LMRWMO and state and regional government agencies is less consistent. Direct engagement with residents, businesses, and community groups has often been limited to specific project opportunities, although the LMRWMO's recent investment in training several Master Water Stewards has increased its public outreach.

With consideration for current and past outreach efforts, the 2021 Plan stakeholder engagement efforts will focus on obtaining input from the following stakeholders groups, with a particular focus on engaging residents and community groups not regularly engaged in water resource management:

- Residents – property owners and tenants
- Businesses and developers
- Neighborhood organizations, faith based organizations, and community groups
- *Cities: Inver Grove Heights, Lilydale, Mendota Heights, Saint Paul, South Saint Paul, Sunfish Lake, and West Saint Paul (including city staff and elected officials)*
- *Dakota County and the Dakota County Soil and Water Conservation District*

- State agencies: **Metropolitan Council**, **Minnesota Department of Agriculture** (MDA), **Minnesota Department of Health** (MDH), **Minnesota Department of Natural Resources** (MDNR), **Minnesota Pollution Control Agency** (MPCA), **Minnesota Board of Water and Soil Resources** (BWSR), and **MN Department of Transportation** (MnDOT).
- *Adjacent Watershed Management Organizations (WMOs): Capitol Region Watershed District, Egan-Inver Grove WMO, Lower Minnesota River WMO, Ramsey-Washington Metro Watershed District, South Washington Watershed District, and Vermillion River Watershed Joint Powers Organization (these organizations will be notified of plan activity per Minnesota Rules 8410)*

Parties listed above in **bold** are referred to in Minnesota Rules 8410 as “Plan review agencies.” Minnesota Rules 8410 also defines “Plan review authorities” as the Plan review agencies and additional entities identified above in *italics*.

2.0 Planned Stakeholder Engagement Activities

We recommend several concurrent strategies to obtain meaningful and representative input from a diverse group of Plan stakeholders. These strategies are listed below and described in the following sections. Minnesota Statutes 103B and Minnesota Rules 8410 also include minimum stakeholder engagement strategies required as part of Plan development. Required tasks are included and noted among the strategies described herein.

2.1 Plan Update Notification (in progress)

Target audiences: Plan review agencies; plan review authorities

Per MN Rules 8410.0045 Subp. 3 and Subp. 4, a notification of the Plan update must be sent to the Plan review agencies and the Plan review authorities, respectively. The LMRWMO Administrator distributed the Plan notification letter electronically on December 27, 2019 and requested a response by March 1, 2020. The notification requested that the recipients provide information about their respective priority issues, goals, and data relevant to the Plan updated. Additionally, the notification sent to the Plan review authorities must request information about programs and official controls (e.g., rules, ordinances, permit programs). As of March 6, 2020, the LMRWMO has received responses from:

- MN Board of Water & Soil Resources
- Dakota County
- Dakota County Soil and Water Conservation District
- City of Saint Paul
- City of Sunfish Lake
- Metropolitan Council
- Minnesota Pollution Control Agency

2.2 Survey (online and paper/face-to-face)

Target audiences: LMRWMO Residents **Schedule:** March 2020 – September 2020

We recommend that the LMRWMO website host an online survey to obtain information from residents, property owners, business owners, and other individuals who live, work, or recreate in the watershed. Draft survey questions for Board consideration are included below. We recommend that the survey be brief (3-5 questions) to encourage participation and allow some or all of the survey questions to be asked in during face-to-face interactions with stakeholders (e.g., public kickoff meeting, partner/community events).

Potential Survey Questions:

1. Do you live inside the Lower Mississippi River Watershed Management Organization (LMRWMO) boundary? If so, in what city?
2. How do you interact with the water resources (lakes, streams, wetlands, Mississippi River) in your community?
3. How does the health of water resources in your community affect you, your friends, or your community?
4. Are there water resources in your community you would like to see improved? If so, how?
5. As the LMRWMO updates its 10 year Plan, if you would you would like to receive email updates on the planning process, please enter your email address here.

Information obtained through the survey will inform identification of issues in the Plan and may be used to tailor future education and outreach strategies. The LMRWMO staff will leverage existing communication tools (e.g., city newsletters, websites, and social media) and Master Water Stewards to advertise the survey. The online survey will be heavily promoted during the initial phase of Plan development, although input may be considered throughout the project.

2.3 Initial Planning (Public Kickoff) Meeting

Target audience: LMRWMO Residents, community groups, plan review authorities **Schedule:** July 2020 – August 2020

Per Minnesota Rules 8410.0045 Subp.5, the LMRWMO must notice and host an “initial planning meeting presided over by the organization’s governing body to receive, review, and discuss input” on the Plan update. The meeting must occur after the 60 days in which the Plan review authorities may respond to the Plan update notification (see Section 2.1). Written notification must be made to the Plan review authorities and known stakeholders. Legal notice must be posted on the organization's Web site and comply with open meeting law requirements.

The purpose of the initial planning meeting will be to identify issues to be addressed by the Plan and obtain input on their relative priority. We recommend that the programming for this meeting include a brief presentation on the Plan update process, a visioning exercise, facilitated small group discussion regarding watershed issues, and a "dot-voting" or similar exercise by which participants can identify the highest priorities.

We recommend scheduling the initial planning meeting towards the end of the initial stakeholder engagement efforts (July 2020 – August 2020) so that input obtained through other engagement efforts (e.g., online survey, interviews at community events) may be incorporated into the discussion and prioritization of watershed issues.

2.4 Elected Officials Event (Boat Tour)

Target audience: Elected City officials, city staff **Schedule:** September 2020 – October 2020

Engaging elected City officials in water and natural resource management planning is a difficult task. We recommend that the LMRWMO Board of Managers host a boat tour event and invite select City staff and elected officials. Programming on the boat tour would include a summary of the WMO's history, its role, and the Plan update process. The Board would present results of the stakeholder engagement activities performed to date and a draft issue and resource prioritization. Attendees would be asked to comment on the draft priority issues and resources. This input would be considered by the Board in future Plan development steps. Based on the planned programming, this event could occur in late summer/early fall 2020, following the initial planning meeting.

2.5 Citizen Advisory Committee Meetings

Target audience: LMRWMO Residents **Schedule:** May 2020 – ongoing

The LMRWMO will convene a Citizen Advisory Committee (CAC) to assist in 2021 Plan development. Potential participants in the CAC will be recruited from City environmental commissions (if they exist), past CAC members, and LMRWMO Master Water Stewards. Respondents to advertisements on the LMRWMO website, City social media, and other electronic communications could also be contacted for involvement.

The CAC will meet 2-3 times during Plan development. Planned meetings of the CAC include:

- Meeting earlier Plan development (May 2020 – June 2020) to identify and prioritize issues to be addressed in the 2021 Plan
- Meeting later Plan development (December 2020 – January 2021) to review education, communication, and engagement strategies included in the draft 2021 Plan

Additional meetings of the CAC may be scheduled, as needed, to ensure all relevant topics have been discussed by the CAC. The CAC may also be leveraged for continuing roles through Plan implementation.

2.6 Technical Advisory Committee Meetings

Target audience: City staff, Dakota County, Dakota SWCD, plan review agencies **Schedule:** May 2020 - ongoing

City staff from most LMRWMO member cities regularly attend LMRWMO Board meetings and are active partners in watershed management. In addition to this participation, the LMRWMO will convene a Technical Advisory Committee (TAC) to meet during 2021 Plan development. The TAC will include member city staff as well as invitees from plan review agencies (e.g., MDNR, MPCA). Plan review agencies were asked to identify preferred TAC participants in the response to the notification letter. The TAC will meet 2-3 times during Plan development. Planned meetings of the TAC include:

- Meeting earlier in Plan development (May 2020 – June 2020) to identify and prioritize issues related to water resources and coordination between the LRRWMO, its cities, and partner entities
- Meeting later in Plan development (December 2020 – January 2021) to review policy, identify implementation strategies, and clarify roles and responsibilities

Additional meetings of the TAC may be scheduled, as needed, to ensure that TAC participants have had adequate opportunity to provide input on the 2021 Plan.

2.7 Partner/External Community Events and Meetings

Target audience: Residents, community groups **Schedule:** April 2020 – September 2020

Events focused on water resource management typically draw few attendees, often with very specific concerns. Conversely, community events within the watershed present ready-made opportunities for the LMRWMO representatives (include the Board of Managers, member city staff, Administrator, Master Water Steward, and/or Barr staff) to engage with a broader cross-section of potential stakeholders.

Concurrent with the online survey, LMRWMO representatives will attend select community events to share information about the Plan update and solicit input from community members. LMRWMO representatives will bring materials (e.g., a board, handouts) presenting a brief introduction to the LMRWMO and the Plan update process. LMRWMO representatives will ask interested individuals questions similar to those developed for the online survey and document any feedback provided (or direct individuals to the online survey).

Attendance at community events is planned through (and potentially beyond) the initial planning meeting as part of the initial issue identification. Barr will coordinate a meeting and or materials for “plan update ambassadors” to be trained to gather input and obtain meaningful information.

2.8 Stakeholder Engagement after Initial Input Phase

The stakeholder engagement strategies described herein are concentrated at the beginning of the Plan update process to maximize use of the data throughout Plan development. However, the LMRWMO will continue to engage stakeholders through the following strategies:

LMRWMO Website – The LMRWMO will use website to communicate important steps in Plan development. This information may include the results of stakeholder engagement activities, draft Plan content, and details about upcoming Plan update events (e.g., initial planning meeting).

Ongoing CAC/TAC Workshops – Additional workshops with the CAC and TAC are planned following the initial stakeholder engagement phase. These workshops will shift the focus from *“What should the Plan address?”* to *“How should the Plan address it?”*

Formal Plan Review – Consistent with Minnesota Statutes 103B.231 Subd. 7, the LMRWMO must submit the draft Plan to the Plan review authorities for a 60-day formal review. The Plan review authorities will provide comments on the draft Plan, which the LMRWMO must address in writing prior to hosting a public hearing. During the review period, we recommend that the LMRWMO also make the complete draft Plan for available on the LMRWMO website for public comment. The LMRWMO is not obligated to respond to public comments received during the 60-day formal review period.

3.0 Schedule

Many of the stakeholder outreach strategies occur early in Plan development during the initial stakeholder engagement phase. Several of these strategies are scheduled concurrently. Table 1 and Figure 1 present a proposed schedule and flowchart of the planned stakeholder engagement activities.

Table 1 Proposed schedule for stakeholder engagement activities

Proposal Phase/Task (if applicable)	Memo Section	Task description	stakeholder engagement						2020												2021								
			managers	TAC	CAC	cities	agencies	public	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21						
Phase 1	1.2	2.5, 2.6	recruit and meet with TAC and CAC	X	X	X																							
	1.3	2.2	implement stakeholder survey	X		X																							
	1.4	2.1	distribute plan update notification and summarize responses	X			X	X																					
	1.5	2.7	engage community through events and interviews	X		X	X																						
	NA	2.4	city officials even (boat tour)	X			X																						
	1.6	2.3	host initial planning meeting	X	X	X	X	X	X																				

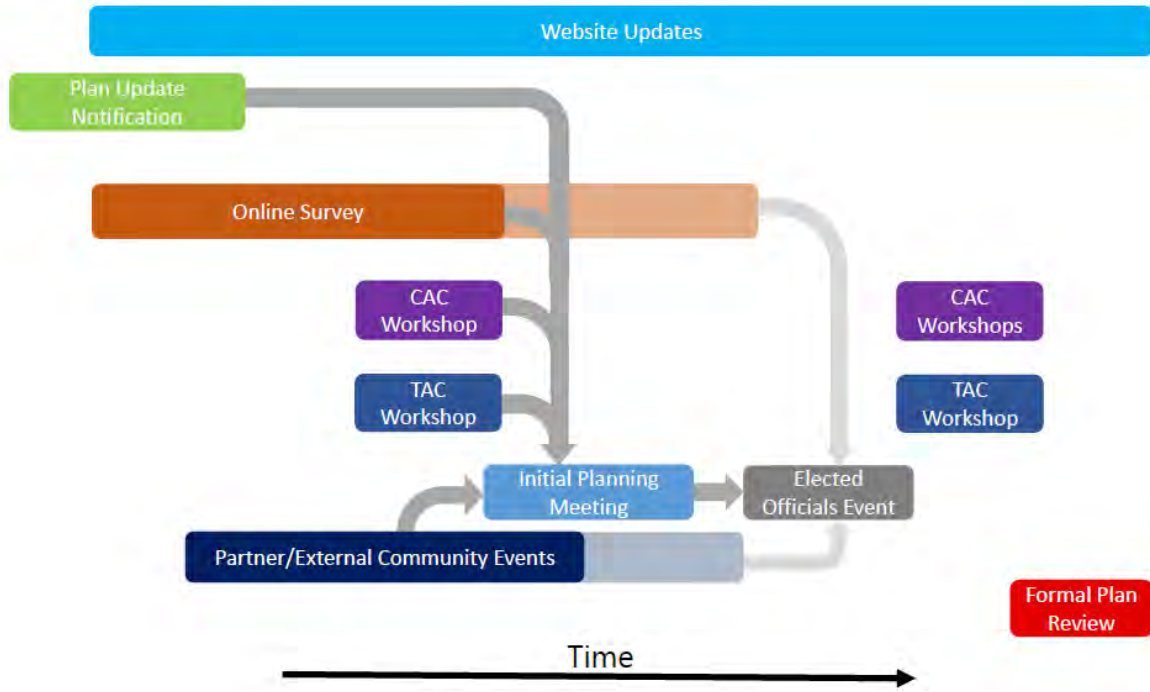


Figure 1 Flowchart of Stakeholder Engagement Strategies



MEMORANDUM

To: LMRWMO Board of Managers
From: Joe Barten, Dakota County SWCD
Subject: Pledged Securities at Key Community Bank
Date: March 3, 2020

Summary

Minnesota Statutes require that all WMO deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds. Insurance covers balances up to \$250,000.

Key Community Bank offers pledged collateral for LMRWMO accounts and requests that currently pledged collateral agreements are cancelled and new pledged collateral agreements be executed in order to maintain coverage.

Board Action Requested: Authorize a LMRWMO authorized signatory to execute agreements to cancel previous pledge agreements and sign new pledge agreements with Key Community Bank.

Attached: None



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104
T: 651-644-8888 • F: 651-644-8894 • capitolregionwd.org

February 5, 2020

Sharon Lencowski, Chair
Lower Mississippi River Watershed Management Organization
c/o Dakota County Soil and Water Conservation District
4100 220th Street West, Suite 102
Farmington, MN 55024

Re: Capitol Region Watershed District Draft Watershed Management Plan (WMP) Implementation Item

Dear Ms. Lencowski:

Capitol Region Watershed District (CRWD) is in receipt of your letter dated January 15, 2020 regarding our draft WMP Implementation Plan that includes an item about St. Paul West Side water management exploration.

For background, the Lower Mississippi River Watershed Management Organization (LMRWMO) should understand the origin of this item being included in our informal draft implementation table. Over the past decade or more, Capitol Region Watershed District (CRWD) has heard and been asked numerous times from residents, businesses and City staff on the differences of services and benefits provided on the two sides of the Mississippi River in St. Paul. Because of their interest in grants and desire for investment in St. Paul infrastructure and a greater degree of regulatory consistency that a watershed district can provide, CRWD included this item in our informal draft implementation plan.

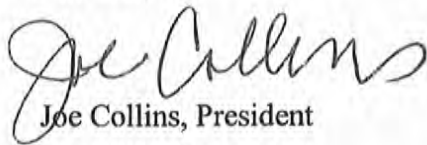
The informal draft implementation plan was reviewed with our TAC on December 2, 2019 to get a better understanding of potential issues and opportunities from a broad range of partners on this option and all other items in our draft plan. By including this concept in our informal draft plan we can continue the discussion and gather additional information, such as your letter, on whether to include this item in future drafts of the plan.

Ultimately, the issue of whether a boundary change would occur lies primarily with the City or Cities and if they wish to continue to be a party to the Joint Powers Agreement (JPA) with the LMRWMO. We understand the current JPA runs through 2023. If the City or Cities continue with the JPA, nothing will change, if the City or Cities were to decide to discontinue participation in the JPA, decisions would be made at that time on how the area would be managed, presumably by a City petitioned boundary change, that would require approval by the State.

Ms. Lencowski
February 5, 2020
Page Two

We thank you for communicating your concerns about this approach to water management on the West Side of St. Paul.

Sincerely,



Joe Collins, President

cc: Joe Barten, Administrator, LMRWMO
Melissa King, BWSR
Wes Saunders-Pearce, City of Saint Paul
Board of Managers, CRWD
Mark Doneux, CRWD
Anna Eleria, CRWD